

WESS TRAINING PRESENTATION



SCENARIO

- Tactical vehicle impacts a Private Motor Vehicle driven by an off-duty Navy individual. Mishap occurs on a roadway and results in injuries.
- Although it is not all encompassing, this scenario was chosen because it will navigate through many of the screens and functions used in submitting a typical WESS report.

Report Type

Not for Aviation 3750 Mishap Reporting

Choose report type

- ☒ 5102 Mishap
- ☐ 5102 Hazard
- ☐ 3750 Hazard
- ☐ Don't know, guide me

Reset

This is the first screen one will see after selecting "New Report". In our case, this will be a 5102 mishap. 3750 hazard refers to aviation incidents.

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Next

Mishap Involved (Check all that apply to this event. These selections will determine which sets of questions are presented.) *

- ☐ Aircraft
- ☐ Cargo Air Drop
- ☐ Diving
- ☐ During Formal Training
- ☐ HRST Techniques
- ☐ Motor/Recreational Vehicle (Private)
- ☒ Motor/Tactical Vehicle > \$5K Damage
- ☐ Ordnance/Weapons
- ☐ Parachuting
- ☒ Property Damage (Non-US Govt. Owned) > \$20K Caused by Govt.
- ☒ Property Damage (US Govt. Owned) > \$20K
- ☐ Recreational or Off-Duty (Select PMV For Recreational Vehicle Mishaps)
- ☐ Ship/Sub/Craft/MSV Vessel
- ☐ Shore/Ground/Shipyard
- ☐ None of the above

Next, we will select the appropriate entries in the "Mishap Data Entry" screen. For definitions of each category, please see the "Mishap Data Entry" Presentation.

Our mishap involved a tactical vehicle.

We have property damage to a private motor vehicle.

We have property damage to a government motor vehicle.

Was there an Injury, Illness, or Fatality involved in the event

Our event had injuries.

Report will be saved each time the user advances to the next screen.

Motor/Tactical/Recreational Vehicle Event Expanding Information

[Help](#)

Was any involved vehicle (motor, tactical or recreational) in use?
(e.g. Operating, motor running, and not just parked or stopped.)

☒ Yes☐ No

This screen appears if a motor vehicle incident is selected on the "Mishap Data Entry Screen". Parked /Stopped means unattended vehicle in a parking lot, driveway, etc.

Is this event being reported only for Government or Government caused property damage?

☐ Yes☒ No

Note: If a Navy or Marine tactical vehicle is involved answer "No" to this question.

Event General Information

[Help](#)

Date of mishap * 9 July 2008



Local time (e.g., 1530) 1212

0 characters left

Locally assigned serial number * Anything you desire

6 characters left

One line summary of incident * HMMWV collided with private motor vehicle while driving on a highway.

1 character left

Was alcohol involved in this mishap? ☒ Yes ☐ No / Unknown

Were drugs involved in this mishap? ☒ Yes ☐ No / Unknown

Asterisk means entry is required prior to advancing to the next screen.

Mishap Types - Select one or more

Mishap Type: *

- | | |
|--|---|
| <input type="checkbox"/> ASSAULT/VIOLENT ACT | <input type="checkbox"/> HAZARDOUS MATERIAL - ANY TYPE |
| <input type="checkbox"/> BOATING (NON-RECREATIONAL) | <input type="checkbox"/> HEAVY WEATHER |
| <input type="checkbox"/> CARGO AIR DROP | <input type="checkbox"/> INDUSTRIAL - ANY |
| <input type="checkbox"/> CARGO HANDLING | <input type="checkbox"/> INSERTION/EXTRACTION/CLIMBING(IEC) |
| <input type="checkbox"/> COLLISION (AFLOAT ONLY) | <input type="checkbox"/> LOST/MISSING EQUIPMENT AT SEA |
| <input type="checkbox"/> COLLISION WITH CRAFT | <input type="checkbox"/> LOST/MISSING PERSON AT SEA |
| <input type="checkbox"/> COMBAT ZONE (NOT DIRECT ENEMY ACTION) | <input type="checkbox"/> MAN OVER THE SIDE (NO WATER ENTRY) |
| <input type="checkbox"/> COMMAND SPONSORED RECREATIONAL EVENT | <input type="checkbox"/> MAN OVERBOARD (WATER ENTRY) |
| <input type="checkbox"/> CONTACT WITH OBJECTS/EQUIPMENT | <input type="checkbox"/> MATERIAL HANDLING EQUIPMENT |
| <input type="checkbox"/> DECK SEAMANSHIP | <input type="checkbox"/> OCCUPATIONAL, NON-INDUSTRIAL |
| <input type="checkbox"/> DIVING | <input type="checkbox"/> ORDNANCE-RELATED (EXPLOSIVE) |
| <input type="checkbox"/> ELECTRICAL - SHOCKS/BURNS | <input type="checkbox"/> ORDNANCE-RELATED (NON-EXPLOSIVE) |
| <input type="checkbox"/> EQUIPMENT INSTALLATION/REPAIR | <input type="checkbox"/> PARACHUTING |
| <input type="checkbox"/> EQUIPMENT OPERATON, NON-INDUSTRIAL | <input type="checkbox"/> PT/PRT/PFT/PFA RELATED |
| <input type="checkbox"/> EXPLOSION (NON-ORDNANCE) | <input type="checkbox"/> RECREATIONAL |
| <input type="checkbox"/> EXTREME ENVIRONMENTAL EXPOSURE | <input type="checkbox"/> SHIP CONTROL/NAVIGATION |
| <input type="checkbox"/> FALL/SLIP/TRIP OR BODILY EXERTION | <input type="checkbox"/> SUICIDE |
| <input type="checkbox"/> FIRE - ALL TYPES | <input type="checkbox"/> TRAINING |
| <input type="checkbox"/> FLOODING (AFLOAT ONLY) | <input checked="" type="checkbox"/> VEHICLE (GOVT OR PRIVATE) |
| <input type="checkbox"/> GROUNDING (AFLOAT ONLY) | <input type="checkbox"/> WEAPONS |

Select **ALL** that apply. For definitions, click on "help" located at the top right of the screen.

UIC/MCC/RUC of Reporting Activity

UIC (Navy) or **MCC/RUC** (Marine)

If searching via a partial activity name, please follow these search suggestions:

Detachments - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment location (Crane, Keflavik, Norfolk)

Ships and Submarines - Omit the preface of USS (RONALD REAGAN, OHIO)

Shore - Use root word of activity (safety, hospital, exchange, base) or activity location

Squadrons - Use "squadron" followed by a space and a number (SQUADRON 85). To further refine your search preface with squadron type (FIGHTER SQUADRON 85, RESCUE SQUADRON 32, etc.)

Reserve Units - Use "RESERVE" to search for all Reserve units. To further refine your search, preface with unit type (NAVAL, MARINE CORPS, NAVAL AIR)

Enter the Unit Code, if known -- OR -- a complete or partial activity name to search.

If your search result is "No Matching UIC Found", go to WESS Help to report a missing or incorrect UIC/MCC/RUC.

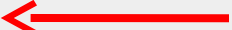
UIC or MCC/RUC Number

Activity Name

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

Select Activity

to no selection

- ☐ NR SEAL TEAM 1 SAN DIEGO - N86191
- ☐ NR SEAL TEAM 3 SAN DIEGO - N82613
- ☐ NR SEAL TEAM 4 NAVMARCORESCEN NORFOLK - N85490
- ☐ NR SEAL TEAM 5 - N83409
- ☐ NR SEAL TEAM 8 NAVMARCORESCEN GARY IN - N83174
- ☒ SEAL TEAM 1 - N55777 

Select the UIC of the command that is reporting the mishap, in our case Seal Team 1. Please note that the command reporting the mishap may possibly be different than the command that was involved in the mishap. Please see the "Navigating WESS" Presentation for an explanation of the search function.

Point of Contact Information

[▶ Help](#)

Last name *
12 characters left

First name *
13 characters left

Middle initial
0 characters left

Rank/Rate/Grade *
5 characters left

Primary phone *
3 characters left

Secondary phone
15 characters left

DSN prefix
0 characters left

E-mail *
45 characters left

POC information is auto filled
from your WESS profile.
Entries may be changed if not
correct

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

UIC/MCC/RUC of Point of Contact

[▶ Help](#)

UIC (Navy) or **MCC/RUC** (Marine)

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If your search result is "No Matching UIC Found", go to WESS Help to report a missing or incorrect UIC/MCC/RUC.

UIC or MCC/RUC Number

Activity Name

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

Select Activity

to no selection

⦿ SEAL TEAM 1 - N55777

UIC of the POC is entered next.

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

UIC/MCC/RUC of Location Where Mishap Occurred (If on a Gov't Facility or Vessel)

[▶ Help](#)

UIC (Navy) or **MCC/RUC** (Marine)

If searching via a partial activity name, please follow these search suggestions:

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Ships and Submarines - Omit the preface of USS (RONALD REAGAN, OHIO)

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Enter the Unit Code, if known -- OR -- a complete or partial activity name to search.

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UIC or MCC/RUC Number

Activity Name

Search

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

Select Activity

to no selection

☐ SEAL TEAM 1 - N55777

Select only if mishap occurred on a government facility. Our mishap occurred away from a government facility so we make no selection.

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Mishap Location

[▶ Help](#)

Did the mishap occur on a govt. base or vessel? * ☐ Yes ☒ No

Was the mishap influenced by any environmental conditions such as wind, temp or visibility? * ☒ Yes ☐ No

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

The next two screens shown here provide more detail about the location of the event.

Location Information

[▶ Help](#)

County

Township

City

State

Country

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Motor/Tactical/Recreational Vehicle Location Information

[▶ Help](#)

Distance from duty station to mishap site

☒ Entered as miles

☐ Entered as kilometers

Street Name

Interstate Number (if applicable) *i.e. 64*

Numbers only, no letters.

Route designation (if applicable)

Did mishap occur ☐ Off Roadway ☒ On Roadway ☐ Unknown

WESS requires more detail for motor vehicle mishaps. Please look carefully at the notes corresponding to the entries.

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[Add New Entry](#)[Edit Entry](#)[Delete Entry](#)

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

Next, WESS will ask for information on **each command** that had people or property involved in the mishap. We will first add Seal Team 1. For an explanation on how to use the Add/Edit/Delete function, please see the "Navigating WESS" Presentation.

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UIC/MCC/RUC of Command/Activity Involved

[▶ Help](#)

UIC (Navy) or **MCC/RUC** (Marine)

If searching via a partial activity name, please follow these search suggestions:

Detachments - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment location (Crane, Keflavik, Norfolk)

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Reserve Units - Use "RESERVE" to search for all Reserve units. To further refine your search, preface with unit type (NAVAL, MARINE CORPS, NAVAL AIR)

Enter the Unit Code, if known -- OR -- a complete or partial activity name to search.

If your search result is "No Matching UIC Found", go to WESS Help to report a missing or incorrect UIC/MCC/RUC.

UIC or MCC/RUC Number

Activity Name

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

Select Activity

to no selection

☒ SEAL TEAM 1 - N55777

* Indicates required field must be entered

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Here we are entering the UIC of the **Involved Activity**. You may recall in a previous screen, we added the **Reporting Activity**. As mentioned earlier, the reporting and involved activities may be different commands. That is why we have to ask for the UIC again.

Currently Deployed

[Help](#)

Is this activity Currently Deployed? *

☐ Yes

☒ No

☐ N/A

Reset

Select "yes" if the activity has been ordered away from its home port

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

Chain Of Command Status

Current Chain of Command Status *

☐ Operational

☒ Shore

Reset

Please select "Operational" if current chain of command is operational (example, Carrier Strike Group Five). Select "Shore" for shore chain of command (example, Commander Naval Air Force). In our mishap, we chose the shore chain of command for Seal Team 1.

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

Navy Not Deployed

Next, we select the specific Seal Team 1 shore chain of command.

Echelon 2 *

Echelon 3 *

Selections complete, click next to continue.

Unit Employment

Please only provide officially named exercises or operations. (example, JTF-EX, OIF/OEF, UNITAS)

[Help](#)

Provide exercise or operation name at time of mishap (if applicable). Do not disclose classified information.

24 characters left

Specific Unit Evolution at Time of Mishap

[Help](#)

This menu refers to the specific evolution in which the unit was involved at the time of the mishap.

General Type

Specific Type

Selections complete, click next to continue.

SEAL TEAM 1 - N55777

Add New Entry

Edit Entry

Delete Entry

This is an Add / Edit / Delete screen. To use this screen:

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- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

We have now added Seal Team 1. At this point we would add the command of the other vehicle involved in the incident. This is done by selecting “add” then going through the same process when Seal Team 1 was entered. To save time, this step will be omitted in this presentation.

Mishap Environment

Wind Speed (in knots)

Wind Direction(in degrees or cardinal points)

<input type="radio"/> N	(337.5 - 022.5)
<input type="radio"/> NE	(022.5 - 067.5)
<input type="radio"/> E	(067.5 - 112.5)
<input checked="" type="radio"/> SE	(112.5 - 157.5)
<input type="radio"/> S	(157.5 - 202.5)
<input type="radio"/> SW	(202.5 - 247.5)
<input type="radio"/> W	(247.5 - 292.5)
<input type="radio"/> NW	(292.5 - 337.5)
<input type="radio"/> Unknown	

Wet Bulb Globe Temperature (Fahrenheit)

Was visibility restricted? * ☒ Yes
☐ No

The next few screens appears only if the user told WESS that the environment was a factor in the mishap. Please select the appropriate entries.

Mishap Environment (Visibility)

Distance visibility was restricted

☐ Feet ☐ Meters ☐ Miles ☒ Nautical Miles ☐ Yards

Visiblity restricted by (check all that apply)

- ☐ Dust
- ☐ Fog
- ☐ Mist
- ☒ Rain
- ☐ Sandstorm
- ☐ Sleet
- ☐ Snow
- ☐ Smoke
- ☐ Unidentified Object
- ☐ Other

If other, specify

* Indicates required field must be entered before moving
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE

Mishap Environment (cont'd)

Was there lightning? ☐ Yes

☒ No

Cumulative rain/snow/ice in inches (24 hours prior)

Lighting conditions / availability at site of mishap ☒ Adequate

☐ Inadequate

☐ Unknown

Was noise level a factor? ☐ Yes

☒ No

Source of fire

Was carbon monoxide a factor? * ☐ Yes

☒ No

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Surface Description at Time of Mishap

Field / road surface type

Field / type surface condition

List any surface defects

Contour / design

Mishap location in relation to roadway

Posted speed (if applicable) at site of mishap (MPH or KM)

Entered as ☒ MPH

☐ KM

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.



[Add New Entry](#)[Edit Entry](#)[Delete Entry](#)

This is a motor vehicle specific screen. Please make an entry only if a traffic control (stop sign, traffic light, highway marking, etc) was a factor in the mishap. Otherwise you may skip this section.

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
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- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

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Involved Property Damage in US Dollars

[▶ Help](#)

Total cost of damage to US GOVT OWNED property *Omit dollar signs, commas or other special characters.*

Total cost of damage to NON-US GOVT OWNED property caused by *Omit dollar signs, commas or other special characters.*
government

Number of mission days lost

Please enter the **total event cost** of all government and non-government property in the respective boxes above.

* Indicates required field must be entered before proceeding

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE AN ERROR

PREVIOUS SECTION OR SCREEN

Next



Please enter all involved property in the mishap. In our mishap, we shall enter the tactical vehicle information

[Add New Entry](#)[Edit Entry](#)[Delete Entry](#)

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Property Information

The next few screens will pertain to the tactical vehicle that was involved in our mishap.

Is this property Govt. owned or leased? ☒ Yes
☐ No

Is this item ☐ Airdropped Cargo
☒ Motor Vehicle (e.g., Govt. owned/leased, tactical, PMV, recreational)
☐ Ordnance
☐ Other

Was the property damaged? ☒ Yes
☐ No
☐ Unknown

Name/nomenclature of involved equipment *

Is this property Currently Deployed? * ☐ Yes
☒ No
☐ N/A

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Involved Property Location

[▶ Help](#)

General Level *

Specific Level *

Fine Level *

Extreme Level *

Selections complete, click next to continue.

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

Property/Equipment Involved in the Mishap (Including Motor/Tactical/Recreational Vehicle Information)

[▶ Help](#)

Item name/nomenclature of damaged equipment
24 characters left

Description of equipment damage
70 characters left

Year
4 characters left

Make

Model
15 characters left

Series
24 characters left

TAMS number
25 characters left

Serial number
30 characters left

EIC
7 characters left

NSN
0 characters left

Non-Govt. property/equipment owner
45 characters left

Non-Govt. property/equipment user if different from owner
45 characters left

UIC/MCC/RUC of Activity Owning Equipment

UIC/MCC/RUC of Activity Using Equipment

UIC (Navy) or MCC/RUC (Marine)

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Detachments - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment

Ships and Submarines - Omit the preface of USS (RONALD REAGAN, OHIO)

Shore - Use root word of activity (safety, hospital, exchange, base) or activity location

Squadrons - Use "squadron" followed by a space and a number (SQUADRON 85). To further refine your search, use the activity type (FIGHTER SQUADRON 85, RESCUE SQUADRON 32, etc.)

Reserve Units - Use "RESERVE" to search for all Reserve units. To further refine your search, use the activity type (RESERVE CORPS, NAVAL AIR)

Enter the Unit Code, if known -- OR -- a complete or partial activity name to search

If your search result is "No Matching UIC Found", go to WESS Help to report a missing code.

UIC or MCC/RUC Number

Activity Name

Note: You must make an entry, press search, and then choose your entry from the Number or Name field and pressing next will not save your entry.

Select Activity

to no selection

☒ SEAL TEAM 1 - N55777

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CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERROR

UIC (Navy) or MCC/RUC (Marine)

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UIC or MCC/RUC Number

Activity Name

Note: You must make an entry, press search, and then choose your entry from the Number or Name field and pressing next will not save your entry.

Select Activity

to no selection

☒ SEAL TEAM 1 - N55777

Motor/Tactical/Recreational Vehicle Information

[▶ Help](#)

Body Type

Detail *

Fine Detail *

Is this a tactical or non-tactical vehicle? ☐ Non-tactical ☒ Tactical

Is this vehicle ☐ Leased ☐ Other ☒ Owned ☐ Unknown

Was a vehicle or trailer being towed? ☐ Yes ☒ No ☐ Unknown

Selections complete, click next to continue.

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Motor/Tactical/Recreational Vehicle Information

[▶ Help](#)

Status of operation for this vehicle ☒ Moving ☐ Parked ☐ Stopped ☐ Unknown

State direction of vehicle at time of mishap ☐ East
☐ North
☒ Northeast
☐ Northwest
☐ South
☐ Southeast
☐ Southwest
☐ Unknown
☐ West

Identify first impact point

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.



Motor/Tactical/Recreational Vehicle Information

Check all that apply

- ☒ Tire Blowout
- ☐ Tire Bald
- ☐ Brake Failure
- ☐ Stalled Engine
- ☐ Transmission Failure
- ☐ Wiper Malfunction
- ☐ No Headlights
- ☐ No Tail Lights
- ☐ Steering Loss
- ☐ Hood Flew Up
- ☐ Runaway Engine
- ☐ Mechanical Defects
- ☐ Not Reported
- ☐ Other

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next



WESS needs information on the operation of vehicle safety equipment. Please see next screen for a listing of a few examples of vehicle safety equipment.

[Add New Entry](#)[Edit Entry](#)[Delete Entry](#)

This is an Add / Edit / Delete screen. To use this screen:

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- To move past this screen without an entry, select the Next button

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Vehicle Protective Equipment and/or Safety Device - Vehicle Safety

Choose personal protective equipment and/or safety device

* Indicates required field must be entered before

CAUTION - USE OF THE BROWSER ARROWS MAY

PREVIOUS SECTION OR SCREEN

Ne

We will use a lap safety belt as an example

VEHICLE SAFETY-BELT, LAP (MANUAL)
VEHICLE SAFETY-BELT, LAP (MANUAL)
VEHICLE SAFETY-BELT, SHOULDER (MANUAL)
VEHICLE SAFETY-BELT, SHOULDER, AUTOMATIC FUNCTION
VEHICLE SAFETY-FIRE EXTINGUISHER
VEHICLE SAFETY-FORDING KIT
VEHICLE SAFETY-HARNESS, SAFETY
VEHICLE SAFETY-MOTORCYCLE FAIRING
VEHICLE SAFETY-MOTORCYCLE WINDSHIELD
VEHICLE SAFETY-NON-STANDARD ARMOR KIT
VEHICLE SAFETY-OTHER
VEHICLE SAFETY-RADIO COMMUNICATION

Protective Equipment

Provide amplifying information about selected equipment

Please provide the appropriate selections for the lap safety belt below.

Amplify if necessary

Check Spelling

Was personal protective equipment and/or safety device required for task? ☒ Yes ☐ No [Reset](#)

Was personal protective equipment and/or safety device worn or used? ☒ Yes ☐ No [Reset](#)

If personal protection and/or safety device was used, was it used properly?(if not used, answer NO) ☒ Yes ☐ No [Reset](#)

If personal protection and/or safety device was used, did it function properly?(if not used, answer NO) ☒ Yes ☐ No [Reset](#)

Vehicle Safety Equipment

VEHICLE SAFETY-BELT, LAP (MANUAL)

Add New Entry

Edit Entry

Delete Entry

To enter additional vehicle safety equipment, please select "add new entry". If no other entries, proceed to the next screen.

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

Involved Property

[▶ Help](#)

A screenshot of a software interface titled 'Involved Property'. It features a vertical list box containing the text 'HMMWV'. Below the list box are three buttons: 'Add New Entry', 'Edit Entry', and 'Delete Entry'.

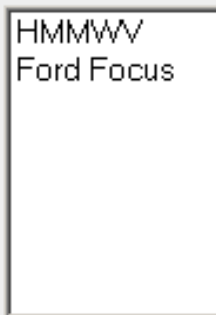
We are now complete with the HMMWV entry. Next we will need to add the private vehicle that was hit by our HMMWV. In our scenario, it was a Ford Focus.

Add New Entry

Edit Entry

Delete Entry

Involved Property

[▶ Help](#)

A screenshot of the same 'Involved Property' software interface. The vertical list box now contains two entries: 'HMMWV' and 'Ford Focus'. The 'Add New Entry', 'Edit Entry', and 'Delete Entry' buttons remain at the bottom.

Please go through the same procedures as we used to enter the HMMWV. After the Ford Focus is entered, the "Property" screen will look like this.

Add New Entry

Edit Entry

Delete Entry

Involved People - Include all people in any way involved in the mishap, injured or not.

[Help](#)

Now it is time to enter the involved people information. Please select the "add" button.

[Add New Entry](#)[Edit Entry](#)[Delete Entry](#)

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

[Back](#)[Next](#)

Involved Person - General Information (page 1)

[Help](#)

Last Name *

13 characters left

First Name *

12 characters left

Middle Initial

0 characters left

SSN Format is 123-45-6789

0 characters left

DOB

OR age

3 characters left

Please enter required information

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Specify Person Association

[Help](#)

Select activity or vehicle (motor/recreational vehicle only) this person should be associated with. Note: If activity has not been entered yet, select 'Activity not yet entered.'

☒ HMMWV

☐ Ford Focus

☐ Activity not yet entered

Next, we need to associate each person with the appropriate vehicle.

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Location of Involved Person During Mishap

Type of Location *

General Location *

Specific Location *

Detailed Location *

Location information for the person.

Selections complete, click next to continue.

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

Involved Person - General Information (page 3)

Injury / Illness Severity *

DoD Affiliation * ☒ Military (active or reserve)

☐ DoD Civilian

☐ DoD Civilian TAD

☐ Foreign National

☐ None of the above

The next few screens will ask for additional information about the involved person.

Duty Status * ☒ On Duty

☐ Off Duty

☐ N/A

Occupant Location (Motor/Tactical/Recreational Vehicle only)

☐ Bicyclist ☐ Jogger ☐ Oper Unk ☒ Operator ☐ Other ☐ Passenger

☐ Pedestrian

Was the person deployed at the time of the mishap? * ☐ Yes

☒ No

☐ N/A

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Involved Person - General Information (page 4)

[▶ Help](#)

Gender ☒ Male
☐ Female

Height (inches)

Weight (lbs)

Marital Status (req'd for military only) ☐ Married
☒ Single
☐ Divorced

Number of Dependants (req'd for military only)

Personnel Section

[▶ Help](#)

Branch of Service associated with *

Service Status *

Is the person enlisted or an officer * ☒ Enlisted
☐ Officer

Personnel Section (cont'd)

[▶ Help](#)

Primary NEC OR

Enlisted Rating OR

SpecialCategory Pay Grade

UIC/MCC/RUC of Involved Person

[▶ Help](#)

UIC (Navy) or **MCC/RUC** (Marine)

If searching via a partial activity name, please follow these search suggestions:

Detachments - Use acronym of activity type (EODMU, FASOTRAGRULANT) or detachment location (Crane, Keflavik, Norfolk)

Ships and Submarines - Omit the preface of USS (RONALD REAGAN, OHIO)

Shore - Use root word of activity (safety, hospital, exchange, base) or activity location

Squadrons - Use "squadron" followed by a space and a number (SQUADRON 85). To further refine your search preface with squadron type (FIGHTER SQUADRON 85, RESCUE SQUADRON 32, etc.)

Reserve Units - Use "RESERVE" to search for all Reserve units. To further refine your search, preface with unit type (NAVAL, MARINE CORPS, NAVAL AIR)

Enter the Unit Code, if known -- OR -- a complete or partial activity name to search.

If your search result is "No Matching UIC Found", go to WESS Help to report a missing or incorrect UIC/MCC/RUC.

UIC or MCC/RUC Number

Activity Name

Note: You must make an entry, press search, and then choose your entry from the selections returned below. Typing entry in the Number or Name field and pressing next will not save your entry.

Select Activity

to no selection

⦿ SEAL TEAM 1 - N55777

Chain Of Command Status

[▶ Help](#)

Current Chain of Command Status *

☐ Operational

☒ Shore

Same chain of command screen we saw earlier. This one pertains to the person. The previous one pertained to the command.

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Navy Not Deployed

[▶ Help](#)

Echelon 2 *

Echelon 3 *

Selections complete, click next to continue.

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Involved Person - Specific Activity



Please let us know what activity in which the involved person was engaged.

Job/skill/activity

individual engaged in at
time of mishap

Tactical Vehicle - Operator

Describe specific job/project number/skill/activity individual was engaged in at time of mishap

iving Tactical Operator

Number of years/months/days experience at specific activity/skill/job engaged in at time of mishap

Years 2

Months 3

Days 4

Were any of the following applicable to the mishap

☐ Designations

☐ Qualifications

☒ Licenses

☐ Certifications

If any of the entries on the left were a factor in the mishap, please select. In our mishap, licenses were a factor.

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next



Since we selected licenses, the screen shown here will appear. Select "add"

[Add New Entry](#)[Edit Entry](#)[Delete Entry](#)

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

[Back](#)[Next](#)

Licenses Held for Specific Activity/Skill/Job Engaged In at Time of Mishap

[▶ Help](#)

* Type of Activity

* Specific Activity

* License Held

First we select the type of license

Selections complete, click next to continue.

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

Involved Person - Licenses

[▶ Help](#)

Are there restrictions? ☐ Yes

☒ No

☐ N/A

[Reset](#)

Has the license been revoked or lapsed? ☒ Yes

☐ No

[Reset](#)

Then we select why it was a factor in the mishap

Remarks on license status

[Check Spelling](#)

Expiration Date (if applicable)

[Select](#)



[Reset Calendar](#)

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[PREVIOUS SECTION OR SCREEN](#)

[Next](#)

Courses Attended Related to Specific Activity/Skill/Job Engaged In at Time of Mishap

[Help](#)



If there are any courses related to the mishap, select "add". In our case, this was not a factor so we will skip.

Add New Entry

Edit Entry

Delete Entry

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

[Back](#)

[Next](#)

Personal Protective Equipment/Safety Devices - Select all that were a factor in the mishap, whether used or not used.

[▶ Help](#)

- | | |
|---|---|
| <input type="checkbox"/> Breathing | <input type="checkbox"/> Noise Control / Hearing Protection |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Parachute |
| <input type="checkbox"/> Diving | <input type="checkbox"/> Safeguards |
| <input type="checkbox"/> Eye Wash | <input type="checkbox"/> SafetyLines / Belts |
| <input type="checkbox"/> Eye Wear | <input type="checkbox"/> Shoes / Boots |
| <input type="checkbox"/> Flotation Device | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Gloves | <input type="checkbox"/> Survival |
| <input type="checkbox"/> Helmet | <input checked="" type="checkbox"/> Vehicle Safety |
| <input type="checkbox"/> Hobby Shop | <input type="checkbox"/> Ventilation |
| <input type="checkbox"/> Machine Guards | <input type="checkbox"/> Other |

Please select **all** PPE that was a factor in the mishap, whether it was used or not. In the case of motor vehicle mishaps, we always need safety belt data so **always** select "vehicle safety"

Equipment Category

[▶ Help](#)

Select the category link below to add specific information within that category or select the 'Next' button to move past this section.

Click here.



[Vehicle Safety](#)

* Indicates required field must be entered before proceeding
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE ISSUES

PREVIOUS SECTION OR SCREEN

Next

On the next screen, the user will have an opportunity to provide additional information for each PPE that was selected. Please click on each listed PPE.

[Add New Entry](#)[Edit Entry](#)[Delete Entry](#)

After clicking on "Vehicle Safety", the user will be sent to this screen. Now we can add each specific vehicle safety device and provide amplifying information. Please select "add".

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

[Back](#)[Next](#)

Personal Protective Equipment and/or Safety Device - Vehicle Safety



Choose personal protective equipment and/or safety device

*** Indicates required field must be entered by user**
CAUTION - USE OF THE BROWSER ARROWS

PREVIOUS SECTION OR SCREEN

We will now provide information about the safety belt.

VEHICLE SAFETY-AIR BAG, DUAL (DRIVER AND PASSENGER SIDE) ▾

VEHICLE SAFETY-AIR BAG, DUAL (DRIVER AND PASSENGER SIDE) ▲

VEHICLE SAFETY-AIR BAG, SIDE PROTECTION

VEHICLE SAFETY-AIR BAG, SINGLE (DRIVER SIDE ONLY)

VEHICLE SAFETY-AIR CURTAIN, SIDE PROTECTION

VEHICLE SAFETY-ANTI-LOCK BRAKES

VEHICLE SAFETY-BELT, LAP (MANUAL)

VEHICLE SAFETY-BELT, SHOULDER (MANUAL)

VEHICLE SAFETY-BELT, SHOULDER, AUTOMATIC FUNCTION

VEHICLE SAFETY-FIRE EXTINGUISHER

VEHICLE SAFETY-FORDING KIT

VEHICLE SAFETY-HARNESS, SAFETY ▾

Protective Equipment

Provide amplifying information about selected equipment

Check Spelling

Please provide the requested information.

Was personal protective equipment and/or safety device required for task? ☒ Yes ☐ No [Reset](#)

Was personal protective equipment and/or safety device worn or used? ☒ Yes ☐ No [Reset](#)

If personal protection and/or safety device was used, was it used properly ?(if not used, answer NO) ☒ Yes ☐ No [Reset](#)

If personal protection and/or safety device was used, did it function properly ?(if not used, answer NO) ☒ Yes ☐ No [Reset](#)

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[PREVIOUS SECTION OR SCREEN](#)

[Next](#)

Select Activity the Person was Performing (if applicable)

[▶ Help](#)☐ Parachuting☐ HRST☐ Diving☒ Motor/Tactical/Recreational Vehicle

In our mishap, we will select the entry on the left since it involved a tactical vehicle.

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[PREVIOUS SECTION OR SCREEN](#)[Next](#)

Select Specific Area of Involved Person

[▶ Help](#)

Select the category link below to add specific information within that category
or select the 'Next' button to move past this section.

[Motor Vehicle Person](#)

Click on the link on the left to provide amplifying information.

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[Next](#)

Motor/Tactical/Recreational Vehicle - Person Information

[▶ Help](#)

Was this person ejected from the vehicle? ☐ Yes ☒ No

Was this person commuting to or from work? ☐ Yes ☒ No

Was this person a military geographical bachelor? ☐ Yes ☒ No

What location in or on the vehicle did this person occupy?

After selecting "motor vehicle person", the user will be taken to this screen

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

72 Hour Profile

[▶ Help](#)

72 Hour profile is required for operator of vehicle involved in Motor/Recreational/Tactical Vehicle mishap in which fatality or Permanent Total Disability occurred. If information is unknown, check box to indicate 'Unknown' rather than providing entry. If information is known, enter actual or estimated number of hours or miles.

Hours continuous awake prior to the mishap ☐ Check if Unknown

Hours continuous duty prior to the mishap ☐ Check if Unknown

Hours slept in last 24 hours ☐ Check if Unknown

Hours slept in last 48 hours ☐ Check if Unknown

Hours slept in last 72 hours ☐ Check if Unknown

What was the duration in hours of the last sleep period? ☐ Check if Unknown

Was the sleep broken or continuous? ☐ Broken ☒ Continuous ☐ Unknown ☐ Not Applicable

Please provide 72
hour profile if known

72 Hour Profile (cont'd)

[▶ Help](#)

Hours worked in last 24 hours ☐ Check if Unknown

Hours worked in last 48 hours ☐ Check if Unknown

Hours worked in last 72 hours ☐ Check if Unknown

Amount of time traveled (hours) ☐ Check if Unknown

Travel distance in miles ☐ Check if Unknown

Hours between last meal and mishap ☐ Check if Unknown

Blood alcohol content

3 characters left

Drug type

Brand name

25 characters left

Description

70 characters left

Drug/alcohol information is next.

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

Injury/Occupational Illness Information

Did the injury result in light, limited or restricted work? ☒ Light Duty ☐ Limited Duty ☐ Restricted Work ☐ N/A [Reset](#)

Were chemicals involved? ☐ Yes

☒ No

[Reset](#)

Were sharps involved? ☐ Yes

☒ No

[Reset](#)

Was this person hospitalized? ☐ Yes

☒ No

[Reset](#)

Was this a heat stress or cold injury? ☐ Yes

☒ No

[Reset](#)

Please select the appropriate entries pertaining to our person.

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[PREVIOUS SECTION OR SCREEN](#)

[Next](#)

Lost Work Time (Enter only if mishap results in one or more full days/shifts away from work beyond the day/shift of the mishap)

[Help](#)



Since we told WESS that there was a lost time injury in a previous screen, this screen will appear. Please select "add".

Add New Entry

Edit Entry

Delete Entry

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

[Back](#)

[Next](#)

Lost Work Time (skip if injured person lost no work time)

If you enter a start date, you must enter an end date, even if it is an estimate. Once you have the real date information, you may edit the end date in the report to reflect the actual time period.

Date of the first full day/shift the lost work started, beyond the day/shift of mishap.

Lost work time start date

Lost work time start time *Time of the beginning of the first full day/shift that the lost work time started, (e.g., 1530) beyond the day/shift of mishap.*

Date of first full day/shift when returned to regular work.

Lost work time end date

Lost work time end time (e.g., 1530) *Time of beginning of first full day/shift when returned to regular work.*

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Using the calendar function, please add the lost time start and stop dates.

Light, Limited, and Restricted Work Times



Use the same procedures to add any light, limited, or restricted time.

Add New Entry

Edit Entry

Delete Entry

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

Back

Next

Injured Person Information

[▶ Help](#)

Is the person permanently transferred as a result of this mishap? ☐ Yes ☐ No

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Injury/Occupational Illness Information

[▶ Help](#)

Source of Injury/Illness Information

OSHA classification code

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

The next few screens pertain to injury information

Source of Injury or Occupational Illness

[▶ Help](#)

General Type *

Specific Type *

Fine *

Selections complete, click next to continue.

These next two screens are Bureau of Labor Standards injury designations,

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

Event or Exposure

[▶ Help](#)

General Type *

Specific Type *

Fine *

Selections complete, click next to continue.

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

Injured Body Parts

[▶ Help](#)

Please use the "add" function to list **all** injured body parts.

[Add New Entry](#)[Edit Entry](#)[Delete Entry](#)

Injured Body Part

[▶ Help](#)

Level One *

Level Two *

Level Three *

Selections complete, click next to continue.

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[PREVIOUS SECTION OR SCREEN](#)[Next](#)

Primary Injury

[▶ Help](#)

Is this the primary injured body part ☒ Yes ☐ No [Reset](#)

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[PREVIOUS SECTION OR SCREEN](#)[Next](#)

Nature of Injury or Illness

[▶ Help](#)

General Level *

Specific Level *

Detailed Level *

Selections complete, click next to continue.

More Bureau of Labor
Standards injury
designations.

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[PREVIOUS SECTION OR SCREEN](#)[Next](#)

Injury/Occupational Illness Information

[▶ Help](#)

Initial medical treatment provided

Was off-site medical treatment authorized? ☒ Yes ☐ No ☐ Unknown

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Involved People - Include all people in any way involved in the mishap, injured or not.



Jonathan T Hancock 123-45-6789

Add New Entry

Edit Entry

Delete Entry

We have now made all of the involved person entries for the HMMWV operator. Next we will need to provide the same information for all other relevant individuals in our mishap. Select "add" and repeat the process. To save time/space, the additional individuals will not be shown in this presentation.

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

Back

Next

Property Cause Codes

[▶ Help](#)

Select the piece of equipment to add cause codes to

☒ HMMWV
☐ Ford Focus

[Reset](#)

Next we will need to provide cause codes for the mishap. First we will start with property. Select HMMWV to begin.

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[PREVIOUS SECTION OR SCREEN](#)

[Add Cause Code to Selected Choice](#)

[Finished with Equipment](#)



Cause Codes - Select One or More Mishap Causes Applicable to the Equipment

[▶ Help](#)

Select "add" to input an HMMWV cause code.

[Add New Entry](#)[Edit Entry](#)[Delete Entry](#)

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

[Back](#)[Next](#)

Involved Equipment - Cause Code

[▶ Help](#)

General

Specific *

Fine *

Use the drop down menus to add the cause code.

Selections complete, click next to continue.

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

Cause Code Narrative

[▶ Help](#)

Cause code explanation

Please provide a cause code narrative.

Check Spelling

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

Property Cause Codes

Select the piece of equipment to add cause codes to

☐ HMMWV
☐ Ford Focus

If there is a cause code for the Ford Focus, please select "Ford Focus" and repeat process. If no cause codes for the Focus, select "finished with equipment".

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Add Cause Code to Selected Choice

Finished with Equipment

Personnel Cause Codes

[▶ Help](#)

Select the person to add cause codes to ☐ Hancock, Jonathan T

Reset

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Add Cause Code to Selected Choice

Finished with People

Repeat the previous process to add cause codes for involved personnel.

Event Narrative / Lessons Learned / Recommendations

[▶ Help](#)

Event Narrative / Lessons Learned / Recommendations

Who, What, When, Where, How.

Check Spelling

Do not use personal identifiers, names of people, places, or commands in the narrative to avoid privacy issues.

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

Please provide detailed narrative of the incident.
Please do not use any personal identifiers (personal names, commands, etc) or specific locations (example, Bldg Sp-91 Naval Base Norfolk).

WESS Report Data Entry Complete - Thank You

Thank you for entering this report. Please choose from the links below for your next action. If you wish to retain a copy of your report before it is submitted, print a copy using the GENERATE PDF function. The report will only be available through the report system after submission.

Follow the steps below in sequence or jump to any link within the "Go Anywhere From Here" Section.

STEP 1: [Click here to validate your report](#)

STEP 2: (OPTIONAL) [Build or Edit Chain Of Command](#)

STEP 3: (OPTIONAL) [Build or Edit Community Of Interest](#)

STEP 4: (OPTIONAL) [Build or Edit Aviation Endorsement Chain \(NOTE: 3750 reports only\)](#)

STEP 5: Release Or Route Your Report

[Release Report to Safety Center](#)

Go Anywhere
From Here!

[Delete your report](#)

[Generate PDF](#)

[Save as template](#)

[Injury Log](#)

[Feedback Form](#)

[User Guide](#)

[Return Home](#)

Almost complete. Before submitting to the Naval Safety Center, we must check your report for errors. Please select "validate your report".

General Information

No Errors

Personnel

General Information - Jonathan Hancock

Click here.



[Entry of Special Category or both Pay Grade & Enlisted Rating is Required.](#)

Property

No Errors

EMR

No Errors

Aircraft

No Errors

Factors

No Errors

After validation is selected, the user will be taken to this screen. If there are no errors, each section will be blank. If there are errors, they will be detailed under the appropriate section. We have one error in our report. Click on the link to navigate to the appropriate screen to fix the error.

Personnel Section (cont'd)

[▶ Help](#)

Entry of Special Category or both Pay Grade & Enlisted Rating is Required.

Primary
NEC

HM-8491 ▼ OR

Special Operations Independent Duty Corpsman HM-8491 ▼

Enlisted Rating

HM ▼ OR

HOSPITAL CORPSMAN (HM) ▼

SpecialCategory

▼

Pay Grade

▼

We missed the pay grade during our first time through the application. We shall now fix our error.

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

- E01
- E02
- E03
- E04
- E05
- E06

PREVIOUS SECTION OR SCREEN

WESS Report Validation - Passed

[▶ Help](#)

WESS Report Passed all Validation Requirements.

After all errors are fixed, WESS will let us know that we passed all validation requirements.

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Next

WESS Report Data Entry Complete - Thank You

[▶ Help](#)

Thank you for entering this report. Please choose from the links below for your next action. If you wish to retain a copy of your report before it is submitted, print a copy using the GENERATE PDF function. The report will only be available through the report system after submission.

Follow the steps below in sequence or jump to any link within the "Go Anywhere From Here" Section.

STEP 1: [Click here to validate your report](#)

STEP 2: (OPTIONAL) [Build or Edit Chain Of Command](#)

STEP 3: (OPTIONAL) [Build or Edit Community Of Interest](#)

STEP 4: (OPTIONAL) [Build or Edit Aviation Endorsement Chain \(NOTE: 3750 reports only\)](#)

STEP 5: Release Or Route Your Report

[Release Report to Safety Center](#)



Click here

Go Anywhere
From Here!

[Delete your report](#)

[Generate PDF](#)

[Save as template](#)

[Injury Log](#)

[Feedback Form](#)

[User Guide](#)

[Return Home](#)

Congratulations. We are now complete. We can submit our report to the Naval Safety Center. Please select "Release Report to Safety Center"